

**CHANGES TO THE WOMEN OF THE MOOSE GENERAL LAWS**  
**Effective June 1, 2009**

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**Additions to Section 19. GRAND CHANCELLOR.**

- i. Upon the completion of her term as Grand Chancellor, the Grand Council may recommend she be known as Grand Chancellor Emeritus.*
  - j. A Grand Chancellor Emeritus shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).*
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**Current Section 20. GRAND REGENT.**

- d. A Grand Regent shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).*
- e. Upon the completion of her term as Grand Regent, she shall be known as a Past Grand Regent. As the Past Grand Regent in order of juniority, she shall serve in an advisory capacity to the Grand Council and International Boards for a one-year term.*

**New Section 20. GRAND REGENT.**

- d. Upon the completion of her term as Grand Regent, she shall be known as a Past Grand Regent. As the Past Grand Regent in order of juniority, she shall serve in an advisory capacity to the Grand Council and International Boards for a one-year term.*
  - e. A Grand Regent or Past Grand Regent shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).*
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**Current Section 30. APPLICATIONS**

- a. A good standing member of a chapter must sponsor each person applying for membership in a chapter. A candidate has the option of selecting her sponsor. Another good standing co-worker of the chapter to which the person is making application must endorse the applicant. The endorser does not receive sponsor credit.*

**New Section 30. APPLICATIONS**

- b. An active member of a chapter must sponsor each person applying for membership in a chapter. A candidate has the option of selecting her sponsor. Another active co-worker of the chapter to which the person is making application must endorse the applicant. The endorser does not receive sponsor credit.*
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**Current Section 33. TRANSFERS.**

- a. A co-worker, whose membership dues are paid at least thirty (30) days beyond the date of transfer, may transfer to the chapter of her choice. A request for a transfer shall be completed by the Recorder of the chapter receiving the transferring co-worker, upon receipt of:
  - 1. A completed application, the same as for a new member, for transfer into the chapter.*
  - 2. A five dollar (\$5.00) transfer fee deposited with the Recorder of the chapter receiving the transferring member.**

**New Section 33. TRANSFERS.**

- a. A co-worker, whose membership dues are paid at least thirty (30) days beyond the date of transfer, may transfer to the chapter of her choice. A request for a transfer shall be completed by the Recorder of the chapter receiving the transferring co-worker, upon receipt of:
1. A completed application, the same as for a new member, for transfer into the chapter.
  2. A *ten dollar (\$10.00)* transfer fee deposited with the Recorder of the chapter receiving the transferring member.
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**Current Section 37. ORIENTATION AND ENROLLMENT**

- a. A person cannot become a member of any chapter until she has participated in an orientation and been enrolled into the chapter in the manner and form required by the Grand Council. *A former member, previously enrolled into any chapter in the manner and form required by the Grand Council, may re-enroll without attending another orientation.* The candidate shall be enrolled by her true name.
- b. Moose International will mail a membership card to the co-worker after her enrollment

**New Section 37. ORIENTATION AND ENROLLMENT**

- a. A person cannot *legally* become a member of any chapter until she has been enrolled into the chapter in the manner and form required by the Grand Council. The candidate shall be enrolled by her true name.
- b. Moose International will issue a membership card to *each member upon notice of* enrollment.
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**Current Section 38. APPLICATION FEES AND DUES**

- a. Moose International shall establish the minimum application fee for membership in the Women of the Moose. A chapter may increase the application fee provided the recommendation has been presented to the Board and approved by the chapter.
- b. Each member of the Women of the Moose shall pay annual dues of a minimum amount as set by Moose International. A chapter may raise the amount of annual dues provided the recommendation has been presented to the Board and approved by the chapter. The Recorder shall notify Moose International by electronic transmission when the chapter has increased the annual dues rate. All members of a chapter shall pay the same rate of dues.

**New Section 38. APPLICATION FEES AND DUES**

- a. The Grand Council shall establish the minimum application fee for membership in the Women of the Moose. A chapter may increase the application fee provided the recommendation has been presented to the Board and approved by the chapter.
- b. Each member of the Women of the Moose shall, *after payment of the Application Fee*, pay annual dues of a minimum amount as set by the Grand Council. Dues shall only be paid in advance annually. A chapter may raise the amount of annual dues provided the recommendation has been presented to the Board and approved by the chapter. The Recorder shall notify Moose International by electronic transmission when the chapter has increased the annual dues rate. All members of a chapter shall pay the same rate of dues.
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**Current Section 39. DROPPED FOR NONPAYMENT OF DUES, FINES OR OTHER LAWFUL CHARGES.**

a. Non-payment of Dues - Every member shall be in arrears after the expiration date of her dues and becomes a member not in good standing. An expired member shall not be entitled to any privileges of membership, *including but not limited to: 1) attending fraternal meetings, 2) attending association meetings or social functions, 3) enjoying the privileges of any social quarters or home, 4) participating in any fraternal gatherings or activities.* An expired member does not qualify as a guest for admittance into any Moose Home. It is the member's responsibility to know the date her dues will become delinquent. A member's failure to receive notice of her dues or arrearages shall not release her from her responsibility to pay her dues on or before the dues expiration date. Moose International shall drop from the rolls any members in arrears after the expiration of twelve (12) months.

**New Section 39. DROPPED FOR NONPAYMENT OF DUES, FINES OR OTHER LAWFUL CHARGES.**

a. Non-payment of Dues - Every member shall be in arrears after the expiration date of her dues. An expired member shall not be entitled to any privileges of membership, *nor be considered a qualified guest.* It is the member's responsibility to know the date her dues will become delinquent. A member's failure to receive notice of her dues or arrearages shall not release her from her responsibility to pay her dues on or before the dues expiration date. A member in arrears shall be dropped from the rolls after the expiration of twelve (12) months.

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**Current Section 42. ELECTED OFFICERS.**

d. A co-worker qualified for or holding the College of Regents Degree shall not hold an elected office, except that of Recorder or Secretary/Treasurer.

**New Section 42. ELECTED OFFICERS.**

Moved paragraph d. to Section 97. Eligibility of Officers, new paragraph c.

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**Current Section 46. JUNIOR GRADUATE REGENT.**

a. After being duly installed on or before July 31<sup>st</sup> of the respective chapter year, the Junior Graduate Regent shall serve on the Board of Officers and shall attend meetings regularly.

e. An eligible Junior Graduate Regent shall be invested with the Green Cap at Convocation. *She shall wear the Green Cap at all Activity Nights, Business Meetings, Green Cap Activity Nights, special meetings, and anytime when Collegians wear regalia, provided the dress code in Section 64, f., is followed.*

**New Section 46. JUNIOR GRADUATE REGENT.**

a. *The office of Junior Graduate Regent is not an "elected" office, but one of condition. The term of office of the Junior Graduate Regent is subject to all rules of other elected offices.*

e. An eligible Junior Graduate Regent shall be invested with the Green Cap at Convocation. *She is eligible to wear the Green Cap anytime during her term as Junior Graduate Regent, in the year in which she qualified.*

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**Current Section 50. DUTIES OF APPOINTED OFFICERS.**

e. Any good standing co-worker who is not an elected officer, appointed officer, chairman, shall be eligible for the above offices.

**New Section 50. DUTIES OF APPOINTED OFFICERS.**

e. Any good standing co-worker who is not an elected officer, appointed officer, chairman, or *Collegian (except where noted)* shall be eligible for the above offices.

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**Current Section 54. STANDING COMMITTEES.**

b. The Senior Regent may appoint a co-worker who has held the Academy of Friendship degree for one (1) year or longer to serve as Chairman of the Academy of Friendship, PEP or Family Involvement Committee. She may also appoint a co-worker as Chairman of the Star Recorder or College of Regents Committee provided the co-worker has held the respective degree for ten (10) months or more. A co-worker holding the College of Regents or Star Recorder degree may not serve as Chairman of the Academy of Friendship Committee.

**New Section 54. STANDING COMMITTEES.**

b. The Senior Regent may appoint a co-worker who has held the Academy of Friendship degree for one (1) year or longer to serve as Chairman of the Academy of Friendship, PEP or Family Involvement Committee. She may also appoint a co-worker as Chairman of the Star Recorder or College of Regents Committee provided the co-worker has held the respective degree for ten (10) months or more. A co-worker *who has qualified for or who* holds the College of Regents or Star Recorder degree may not serve as Chairman of the Academy of Friendship Committee.

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**Current Section 62. AUDIT COMMITTEE.**

h. All canceled checks, check stubs, Official Fee Receipts, Official Business Receipts, books, computer backups and bills shall be kept for at least seven (7) years. Canadian Chapters shall comply with Provincial laws. Chapter Receipt Log Sheets and Book, Certified Reports, Recorder's Record Book and the Chapter Minutes Books shall be kept indefinitely. Retention of Chapter correspondence in chapter files shall be at the discretion of the chapter, unless otherwise directed.

**New Section 62. AUDIT COMMITTEE.**

h. All canceled checks, check stubs, Official Fee Receipts, Official Business Receipts, books, computer backups and bills shall be kept for at least seven (7) years. Canadian Chapters shall comply with Provincial laws. *All membership related items*; Chapter Receipt Log Sheets and Book, Certified Reports, Recorder's Record Book and the Chapter Minutes Books shall be kept indefinitely. Retention of Chapter correspondence in chapter files shall be at the discretion of the chapter, unless otherwise directed.

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**Current Section 64. MEETINGS.**

c. The Committee Activity Night shall be scheduled as the first meeting of the month and the Business Meeting two (2) weeks later. A chapter may hold more than two (2) meetings a month, but the regular chapter meetings shall be scheduled the first and third (1<sup>st</sup> and 3<sup>rd</sup>) weeks or the second and fourth (2<sup>nd</sup> and 4<sup>th</sup>) weeks, as listed on chapter records at Moose International.

f. The co-workers performing the Formal Welcome to new members shall conform to business dress attire. *For further clarification, please refer to the Meeting Procedures and Agendas.*

g. A co-worker holding a membership card indicating she is in good standing may attend any *Committee Activity Night or Business Meeting* of any chapter. However, if attending a chapter other than where she holds her membership, she is a guest of the chapter she is visiting and does not have a voice on any action unless she is authorized by Moose International or its representative(s). Should she create a disturbance, action may be taken by Moose International or its representative(s).

**New Section 64. MEETINGS.**

c. The Committee Activity Night shall be scheduled as the first meeting of the month and the *second meeting of the month* shall be two (2) weeks later. A chapter may hold more than two (2) meetings a month, but the regular chapter meetings shall be scheduled the first and third (1<sup>st</sup> and 3<sup>rd</sup>) weeks or the second and fourth (2<sup>nd</sup> and 4<sup>th</sup>) weeks, as listed on chapter records at Moose International.

f. The *elected Officers of the chapter* shall conform to business dress attire *for all meetings and special ceremonies. If they are not prepared to take their chair, someone must pro-tem.*

g. A co-worker holding a membership card indicating she is *active* may attend any meeting of any chapter. However, if attending a chapter other than where she holds her membership, she is a guest of the chapter she is visiting and does not have a voice on any action unless she is authorized by Moose International or its representative(s). Should she create a disturbance, action may be taken by Moose International or its representative(s).

**Add new paragraphs to read:**

h. *Meetings shall be held as scheduled and are open to all active members and minor children in their care, when and if necessary. Disruptive behavior shall be handled by the presiding officer.*

i. *The full meeting agenda shall be conducted at every chapter meeting or special meeting, as applicable, providing the meeting has been announced at a previous meeting by the Senior Regent, or every co-worker has been notified. (Refer to Meeting Procedures and Agendas)*

Repaginate remaining paragraphs.

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**Current Section 65. COMMITTEE ACTIVITY NIGHT**

e. All Committee Activity Nights shall be open to members *of the Loyal Order of Moose, qualified guests, and prospective members. Only good standing members of the chapter shall be entitled to speak. The presiding officer shall first recognize chapter members desiring to speak.* Anyone in attendance that is disruptive to the proceedings shall be asked to leave. *To be admitted to the meeting room, all members of the Women of the Moose and Loyal Order of Moose must present their membership cards showing that they are in good standing. Qualified guests and prospective members shall wear identification badges indicating they are guests.*

**New Section 65. COMMITTEE ACTIVITY NIGHT**

e. All Committee Activity Nights, *with the exception of Academy of Friendship, Family Activities, College of Regents, Star Recorder and Green Cap/Ways and Means shall be closed meetings.* To be admitted to the meeting room, all members must present their membership cards showing that they are active. Anyone in attendance that is disruptive to the proceedings shall be asked to leave.

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**Current Section 66. GREEN CAP ACTIVITY NIGHT**

**New Section 66. GREEN CAP/WAYS AND MEANS ACTIVITY NIGHT.**

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**Current Section 71. BUSINESS MEETING.**

Delete entire section.

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**Current Section 75. FUNDRAISING.**

e. *A chapter shall not rent tables at a bazaar or craft show to anyone. No one shall make a personal profit from a chapter activity or project. A demonstration party shall not be held in the name of a committee or chapter.*

**New Section 75. FUNDRAISING.**

e. A demonstration party shall not be held in the name of a committee or chapter.

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**New Section 84. EMPLOYEE THEFT (Fidelity Bond).**

Add new paragraph c to read

c. *Alternatively, this coverage may be purchased through your local insurance agent or broker. The coverage must be placed with an "A" rated insurance company.*

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**Current Section 85. INSURANCE.**

b. Risk Pool assessments are billed three times each fiscal year. The first invoice is billed in May and it represents 50% of the total annual assessment. The second and third invoices are billed in September and January respectively and they represent 25% of the total annual assessment each. Any questions regarding the amount of a chapter's assessment should be directed to the Risk Management Department of Moose International at 1-800-544-4407. Questions regarding the chapter's account balance or payments made should be directed to the Finance Department at 630-966-2203. All payment checks should be made payable to Moose International, Inc. and should be remitted to the Finance Department.

**New Section 85. INSURANCE**

b. Risk Pool assessments are billed three times each fiscal year. The first invoice is billed in May and it represents *one third* of the total annual assessment. The second and third invoices are billed in September and January respectively and they represent *one third* of the total annual assessment each. Any questions regarding the amount of a chapter's assessment should be directed to the Risk Management Department of Moose International at 1-800-544-4407. Questions regarding the chapter's account balance or payments made should be directed to the Finance Department at 630-966-2203. All payment checks should be made payable to Moose International, Inc. and should be remitted to the Finance Department.

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**Current Section 87. DELAYED FINANCIAL REPORTS.**

When the required financial report and proper remittance are not received by Moose International within fifteen (15) days of due date, Moose International shall notify the Recorder of the chapter that the chapter is not in good standing. A chapter not in good standing is not eligible to earn the Award of Achievement and co-workers will not be able to qualify for personal honors/degrees. Moose International shall withhold official bulletins and notices from the chapter until the financial report has been received by Moose International. Failure to make reports and remittance as required shall be cause for suspending or revoking the charter of a chapter. When the financial report or remittance is delayed more than fifteen (15) days, a fine of one percent (1%) per day may be added to the amount due and an Official Visitor may be assigned to secure the financial report at chapter expense.

**New Section 87. DELAYED FINANCIAL REPORTS.**

*When the required financial transmission is not received by Moose International, by the 10<sup>th</sup> day of each month, the chapter may be considered not in good standing. A chapter not in good standing is not eligible to earn the Award of Achievement and co-workers will not be able to qualify for personal honors/degrees. Failure to make transmissions as required may be cause for suspending or revoking the charter of a chapter. When the financial transmission is delayed more than ninety (90) days without notification to Women of the Moose International Headquarters, an Official Visitor may be assigned to assist with the financial transmission at chapter expense.*

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**Current Section 90. LIFE MEMBER.**

- a. Any good standing co-worker may purchase a Life Membership in a local chapter by paying to Moose International the sum of four hundred dollars (\$400.00), two hundred fifty dollars (\$250.00) shall be retained by Moose International and one hundred fifty dollars (\$150.00) remitted to the member's chapter.
- b. *A Life Membership shall not be given by a chapter to a co-worker as a gratuity or gift. A Life Membership card shall be official evidence of membership in a local Chapter of the Women of the Moose.*

**New Section 90. LIFE MEMBER.**

- a. Any good standing co-worker may purchase a Life Membership in a local chapter by paying to Moose International the sum of four hundred dollars (\$400.00), two hundred fifty dollars (\$250.00) shall be retained by Moose International and one hundred fifty dollars (\$150.00) remitted to the member's chapter.

A Life Membership card shall be official evidence of membership in a local Chapter of the Women of the Moose.

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**Current Section 97. ELIGIBILITY OF OFFICERS:**

- a. Any good standing co-worker, who will be a member of the chapter for at least six (6) months on the date of election, is eligible for nomination. A member is immediately in good standing when her dues for the current year are paid. This provision also applies to a co-worker who has transferred into the chapter. A dispensation from the Women of the Moose shall be necessary to waive the six (6) month membership requirement. A dispensation will not be granted prior to the first Committee Activity Night meeting in March. This requirement does not apply to a newly instituted chapter.
- c. A current Recorder desiring to submit her name for the office of Recorder for a second year and each succeeding year thereafter must have attended a Recorder-Audit Session during her current term to be eligible for nomination.

**New Section 97. ELIGIBILITY OF OFFICERS:**

- a. Any *active* co-worker, who will be a member of the chapter for at least six (6) months on the date of election, is eligible for nomination. A member is immediately *active* when her dues for the current year are paid. This provision also applies to a co-worker who has transferred into the chapter. A dispensation from the Women of the Moose shall be necessary to waive the six (6) month membership requirement. A dispensation will not be granted prior to the first Committee Activity Night meeting in March. This requirement does not apply to a newly instituted chapter.
  - d. A current Recorder desiring to submit her name for the office of Recorder for a second year and each succeeding year thereafter must have attended a *2-HOTT Session within the last two years* to be eligible for nomination.
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**Current Section 103. INSTALLATION.**

- f. The current Junior Graduate Regent is not eligible to serve as an Installing Officer, including Installing Chairman.
- i. There shall be no pro-tems for officers to be installed. Newly elected officers, Junior Graduate Regent, appointed officers, Chapter Development Chairmen and Standing Committee Chairmen to at the installation must be installed in their respective chairs. *They may not serve as Installing Officers or they may not be eligible to fulfill the office for the ensuing chapter year. The only exception shall be the Installing Musician who may also serve as Musician for the ensuing year. The Junior Graduate Regent, chapter officers and appointed officers for the current year are seated at their respective stations, with the exception of the officers elected to office again, who are to be installed. When this occurs, any co-worker may fill the vacant officer's chair.*

**New Section 103. INSTALLATION**

**Delete** paragraph f. and change paragraph i. To read

- i. There shall be no pro-tems for officers to be installed. Newly elected officers, Junior Graduate Regent, appointed officers, Chapter Development Chairmen and Standing Committee Chairmen present at the installation must be installed in their respective chairs.
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**Current Section 111. REGALIA.**

k. After three (3) *successive years of active membership in the College of Regents, a Collegian shall be invested in her chapter with a red stole, by a Red Stole Collegian, or higher, at the College of Regents Committee Activity Night.* If she is unable to be present, she may be invested at the next Committee Activity Night she attends. A Collegian who moves to another area may request a dispensation from Moose International to be invested in another chapter, providing reason is included with request.

n. *Collegians shall not serve as an appointed officer (with the exception of Meeting Coordinator and Musician (if applicable), Chairman of the Academy of Friendship or Chapter Development Committee. Collegians may pro-tem any chair.*

o. *After being a member of the Academy of Friendship for one (1) year or more, a Collegian may serve as the Chairman of the Family Involvement Committee or PEP (Preservation Enables Prosperity) Committee.*

**New Section 111. REGALIA.**

k. After three (3) *or more successive years of membership in good standing in the College of Regents, and by having sponsored and enrolled three (3) or more new members into the Women of the Moose, a Collegian shall be invested in her chapter with a red stole.* If she is unable to be present, she may be invested at the next Committee Activity Night she attends. A Collegian who moves to another area may request a dispensation from Moose International to be invested in another chapter, providing reason is included with request.

**Delete paragraphs n and o.**

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**Current Section 112. CAP AND GOWN.**

- c. A Collegian shall not wear the cap and gown for the following activities:
- Outside the chapter room
  - When taking part at chapter installation
  - Mid-Year Conferences
  - International Conference, except at the annual College of Regents Session
  - College of Regents Meal Function Meeting at International Conference
  - Academy of Friendship Meal Function Meeting at International Conference
  - State/Regional/Provincial Session of Academy of Friendship
  - *Academy of Friendship Committee Activity Night*
  - *Star Recorder Committee Activity Night*
  - Annual Star Recorder Session at International Conference
  - Star Recorder Meal Function Meeting at International Conference
  - Parades
  - As choral robes
  - As a costume

**New Section 112. CAP AND GOWN.**

- c. A Collegian shall not wear the cap and gown for the following activities:
- Outside the chapter room
  - When taking part at chapter installation
  - Midyear Conferences
  - International Conference, except at the annual College of Regents Session *or as directed*
  - College of Regents Meal Function Meeting at International Conference
  - Academy of Friendship Meal Function Meeting at International Conference
  - State/Regional/Provincial Session of Academy of Friendship
  - Annual Star Recorder Session at International Conference
  - Star Recorder Meal Function Meeting at International Conference
  - Parades
  - As choral robes
  - As a costume

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**Current Section 113. TASSELS AND STOLES.**

The following is the identification of the tassels and stoles worn on the regalia of the Current and Past International and State/Regional/Provincial Officers:

**CURRENT INTERNATIONAL AND STATE/REGIONAL/ PROVINCIAL OFFICERS  
EXECUTIVE OFFICERS**

Grand Chancellor      Gold Stole and Tassel

Moose International Appointment to the Grand Council  
Red Stole and Tassel

*Past Grand Recorder Dark Green Stole and Tassel*

**New Section 113. TASSELS AND STOLES.**

The following is the identification of the tassels and stoles worn on the regalia of the Current and Past International and State/Regional/Provincial Officers:

**CURRENT INTERNATIONAL AND STATE/REGIONAL/ PROVINCIAL OFFICERS  
EXECUTIVE OFFICERS**

Grand Chancellor      Gold Stole and Tassel

Director(s)              *Color at the discretion of the Grand Chancellor*  
*Appointment to the Grand Council by the Grand Chancellor*  
Red Stole and Tassel

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**Current Section 114. ELIGIBILITY FOR STAR RECORDER.**

While serving as Recorder the following requirements shall be met:

1. The chapter shall earn the Award of Achievement.
2. The co-worker shall be elected and installed as Recorder on or before July 31st and shall serve in this capacity through April 30th.
3. The Recorder shall sponsor and have enrolled into the chapter in which she holds her installed position two (2) or more candidates between May 1st and April 30th.

4. The Financial Report shall be transmitted to Moose International by the tenth (10th) of each month.
5. The Recorder shall sort the active membership into the eight (8) Chapter Development Committees and provide the lists to the Senior Regent.
6. She shall attend the Annual Recorder/Audit Technical Training Session
7. She shall attend the Annual Executive Session.
8. All Tax and Government Reports, including the Form 990-Exempt Organization and Form 944 shall be filed and paid on time, when applicable.
9. All receipts and expenditures are recorded accurately and properly balanced.
10. All applications shall be transmitted to Moose International immediately upon receipt.
11. Membership records, reports and files shall be kept current. Membership updates and status changes shall be reported weekly. Committee Activity Night and fundraising information shall be reported to Moose International as required.

If the Recorder does not fulfill the above qualifications, or if it is determined that any records have been falsified, or that the Audit Committee did not verify the monthly financial reports, the Star Recorder Degree shall not be awarded or the degree may be revoked, or removed as appropriate in the sole discretion of Moose International. This action is to be taken only after verification is done by investigation.

#### **New Section 114. ELIGIBILITY FOR STAR RECORDER.**

While serving as Recorder the following requirements shall be met:

1. The chapter shall earn the Award of Achievement.
2. The co-worker shall be elected and installed as Recorder on or before July 31st and shall serve in this capacity through April 30th.
3. The Recorder shall sponsor and have enrolled into the chapter in which she holds her installed position two (2) or more candidates between May 1st and April 30th.
4. The Financial Report shall be transmitted to Moose International by the tenth (10th) of each month.
5. The Recorder shall sort the active membership into the eight (8) Chapter Development Committees and provide the lists to the Senior Regent.
6. She shall attend *a 2-HOTT Training Session*.
7. She shall attend *the Annual Women of the Moose Training Session*.
8. All Tax and Government Reports, including the Form 990-Exempt Organization and Form 944 shall be filed and paid on time, when applicable.
9. All receipts and expenditures are recorded accurately and properly balanced.
10. All applications shall be transmitted to Moose International immediately upon receipt.
11. Membership records, reports and files shall be kept current. Membership updates and status changes shall be reported weekly. Committee Activity Night and fundraising information shall be reported to Moose International as required.

If the Recorder does not fulfill the above qualifications, or if it is determined that any records have been falsified, or that the Audit Committee did not verify the monthly financial reports, the Star Recorder Degree shall not be awarded or the degree may be revoked, or removed as appropriate in the sole discretion of Moose International. This action is to be taken only after verification is done by investigation.

**Current Section 116. REPRESENTATIVE/MATRICULANT FINANCIAL ASSISTANCE.**

f., 2. When traveling to conferences by car *with her husband*, the mileage as specified by Moose International may be paid if the husband is NOT a paid lodge representative/delegate. If the representative/matriculant is sharing a ride to the conference with other co-workers/occupants, the travel expense shall be divided equally among the occupants in the car.

**New Section 116. REPRESENTATIVE/MATRICULANT FINANCIAL ASSISTANCE.**

f., 2. When traveling to conferences by car, the mileage as specified by Moose International may be paid to *one representative or delegate of the Lodge or Chapter. Additional occupants are NOT paid.*

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**Current Section 117. ANNUAL CONFERENCES.**

c. Five dollars (\$5.00) registration fee shall be collected to cover expenses of meeting room rental, if necessary, and a minimum amount for identification badges, programs, and incidentals. The General Chairman, Registration Chairman, Deputy Grand Regent, Official Visitor, current International Officer, *International Ritual Judge* and wife of the men's Official Visitor shall not pay registration fee.

**New Section 117. ANNUAL CONFERENCES.**

c. *Ten dollars (\$10.00)* registration fee shall be collected to cover expenses of meeting room rental, if necessary, and a minimum amount for identification badges, programs, and incidentals. The General Chairman, Registration Chairman, Deputy Grand Regent, Official Visitor, current International Officer (of the state/province she represents) and wife of the men's Official Visitor shall not pay registration fee.

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**Current Section 118. ANNUAL CONVOCATION.**

- f. An eligible Junior Graduate Regent shall wear street length dress with coordinated accessories and may wear a corsage. She shall select a Collegian from her chapter to serve as her Capping Officer. When a Collegian from her chapter is not available, the officer in charge shall appoint a Collegian to assist.
- i. At the conclusion of the Convocation, the Past Deputy Grand Regent in order of juniority shall change the tassel of the outgoing Deputy Grand Regent.
- j. The Official Visitor shall install the incoming Deputy Grand Regent, if applicable.

**New Section 118. ANNUAL CONVOCATION.**

- f. An eligible Junior Graduate Regent shall wear street length dress with nylon hosiery and coordinated accessories and may wear a corsage. She shall select a Collegian from her chapter to serve as her *Investing* Officer. When a Collegian from her chapter is not available, the officer in charge shall appoint a Collegian to assist.
- i. At the conclusion of the Convocation, the Past Deputy Grand Regent in order of juniority shall change the tassel of the outgoing Deputy Grand Regent, *if applicable.*
- j. The Official Visitor shall install the incoming Deputy Grand Regent, if applicable *with the assistance of the Past Deputy Grand Regent in order of juniority.*
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**Current Section 120. RECORDER/AUDIT COMMITTEE TECHNICAL TRAINING SESSION.**

- a. A Recorder/Audit Committee Technical Training Session shall be held by leaders selected by Moose International for the purpose of training and instructing Recorders and Audit Committee members in proper bookkeeping, record keeping and preparing the chapter's monthly financial reports. Elected officers, Junior Graduate Regent and all interested co-workers are encouraged to attend.
- b. The registration fee for the Recorder/Audit Technical Training Session is five dollars (\$5.00) per co-worker in attendance. The registration fee does not include lunch. Immediately following the Recorder/Audit Technical Training Session, the Hostess Chapter shall remit a chapter check made payable to Moose International along with a report of attendance to the Department of Education and Training.
- c. The selection of the Hostess Chapter and Session Leader, as well as the dates and times of the Session, is made by the Department of Education and Training at Moose International.

**Delete entire section 120 above.**

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**Current Section 121. ANNUAL EXECUTIVE SESSION.**

- a. Annual Executive Sessions shall be held by leaders selected by the Department of Education and Training for the purpose of instructing officers, chairmen and co-workers in Women of the Moose procedures.
- b. The registration fee for the Executive Session is five dollars (\$5.00) per co-worker in attendance. The registration fee does not include lunch. Immediately following the Annual Executive Session, the Hostess Chapter shall remit a chapter check made payable to Moose International along with a report of attendance to the Department of Education and Training.
- c. In order to earn personal honors, the Senior Regent, Junior Graduate Regent, and Recorder qualifying for degrees shall attend the Annual Executive Session. In the event the officer is unable to attend any of the scheduled Annual Executive Sessions, the Board of Officers shall immediately send a letter of request for a make-up session to the Department of Education and Training. Make-up Sessions, if available, will be at chapter expense.
- d. The selection of the Hostess Chapter and Session Leader, as well as the dates and times of the session, are made by the Department of Education and Training.

**New Section 121. *WOMEN OF THE MOOSE TRAINING SESSION. (Will become Section 120)***

- a. Annual Training Sessions shall be held by leaders selected by *staff at Moose International* for the purpose of instructing officers, chairmen and co-workers in Women of the Moose procedures.
- b. The registration fee for the Annual Training Session is *ten dollars (\$10.00)* per co-worker in attendance. The registration fee does not include lunch. Immediately following the Annual *Training Session*, the Hostess Chapter shall remit a chapter check made payable to Moose International along with a report of attendance to *the appropriate department*.
- c. In order to earn personal honors, the Senior Regent, Junior Graduate Regent, and Recorder qualifying for degrees shall attend *the Annual Training Session*. In the event the officer is unable to attend any of the scheduled *Annual Training Sessions*, the Board of Officers shall immediately send a written request for a make-up session to the *Deputy Regional Manager*. Make-up Sessions, if available, will be at chapter expense. *All Training must be completed by January 31 of the current chapter year.*

d. The selection of the Hostess Chapter and Session Leader, as well as the dates and times of the session, are made by the *Deputy Regional Manager*.

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**Current Section 122. MID-YEAR CONFERENCES.**

c. Five dollars (\$5.00) registration fee shall be collected to cover expenses of meeting room rental, if necessary, and a minimum amount for identification badges, programs and incidentals. The General Chairman, Registration Chairman, Deputy Grand Regent, Official Visitor, current International Officer and wife of the men's Official Visitor shall not pay the registration fee. In all cases where the Annual Executive Session is referred to in the General Laws, it will be replaced with Women of the Moose Training Session.

**New Section 122. MID-YEAR CONFERENCES.**

c. *Ten dollars (\$10.00)* registration fee shall be collected to cover expenses of meeting room rental, if necessary, and a minimum amount for identification badges, programs and incidentals. The General Chairman, Registration Chairman, Deputy Grand Regent, Official Visitor, current International Officer and wife of the men's Official Visitor shall not pay the registration fee.

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In all cases where the Annual Executive Session is referred to in the General Laws, it will be replaced with Women of the Moose Training Session.

In most cases where members are referred to as "good standing", the wording may be changed to "active".